



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

February 4, 2014

Jami Sherman  
1828 Sunset Drive  
Bettendorf, IA 52722

Dear Jami,

**Please read this carefully, failure to follow the instructions in this letter may result in revocation.** A copy of this letter went to CCRR. You may contact CCRR for a follow-up visit. CCRR can help you get the forms and such you may need.

This letter is in regards to the 1/31/14 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

*Reminder: On November 1, 2013 there will new forms for physicals (for provider, family and pets). There are other forms will be updated at that time. These forms will be required to be in files during the next checklist.*

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. **This is because items are missing.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

***Flood/evacuation plan needed***

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

***Another one for upstairs area***

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

***Need another sign for two back doors***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***Stephen – need exam, immunizations, Ryan- immunizations***

☐ 110.5(8) Children's Files

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name, number, telephone number, and relationship to the child of another adult available in case of emergency.

A- Needs updated form

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.  
R- need immunizations

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 3/21/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 3/21/14

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,  
Glenda Currier  
Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)  
563/557-8251 or 690-5422 ex.t 422  
800/650-6361 for long distance only  
Fax: 563/557-9177  
DHS web site: [www.dhs.state.ia.us](http://www.dhs.state.ia.us)

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. The Fire Marshal or Safety officers in your area are good sources for help setting up smoke detectors, fire extinguishers and other zoning questions.

For Scott County:  
CCRR, 500 E 59th St, Davenport, IA 52807  
563-324-3236, 563/324-3239 ext. 1421 Long distance: 866-324-3236  
Lisa Hilsenbeck, [lhilsenbeck@iacommunityaction.org](mailto:lhilsenbeck@iacommunityaction.org) Child Care Consultant Supervisor

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).